



## SPECIAL EVENTS APPLICATION

**This completed application must be submitted with a \$100.00 application fee to: Office of Municipal Services, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610, for approval 60 days prior to the date of the event (an approved certificate of liability insurance must be received 30 days prior to the event date.) This application is available on the Town website at [www.lauderdalebythesea-fl.gov](http://www.lauderdalebythesea-fl.gov).**

**Phone: 954-776-0576**

**Fax: 954-776-0578**

All special event applications are subject to approval of the Town Commission. The Special Event Permit, when issued may state conditions which must be met for the event to be held, The applicant shall be responsible for securing and paying for all licenses, and permits required by any governmental agency having jurisdiction, and providing the Town evidence of all required insurances.

1. Name of event: \_\_\_\_\_
2. Day and date of event: \_\_\_\_\_ New event\_\_\_ Returning event\_\_\_\_\_
3. Location where event will be held: \_\_\_\_\_
4. Description of Event: \_\_\_\_\_
5. Name and address of sponsor or hosting organization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Name(s) of local contact person(s) who will be present each day of the event: \_\_\_\_\_  
\_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Daytime phone#: \_\_\_\_\_ Evening phone#: \_\_\_\_\_ Mobile phone#: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax#: \_\_\_\_\_
7. What is the actual beginning and ending time of the event? \_\_\_\_\_  
Start of set-up time? \_\_\_\_\_ End of tear-down time? \_\_\_\_\_
8. What type of audience is the event planned for? \_\_\_\_\_
9. How many participants do you anticipate? \_\_\_\_\_ spectators? \_\_\_\_\_ adult volunteers? \_\_\_\_\_
10. Are there fees for the participants or spectators? \_\_\_\_\_ Will fees be collected on-site? \_\_\_\_\_

## DETAILED SITE PLAN (required)

11. A detailed site plan must be included with the application. Draw a plan on page 6 or attach separately to this application. Identify any street closures or public parking areas affected. Briefly describe the proposed route for parades, runs, walks, etc and include route on detailed site plan.

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## STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate the streets and blocks and times the closure is requested:

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## TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage.

13. Please list your traffic control contractor, if applicable: \_\_\_\_\_

## VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? \_\_\_\_\_

If yes, please indicate the location and times loading and unloading would occur: \_\_\_\_\_

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## PARKING

Include detailed site plan indicating how on and off street parking will be accommodated. Information on signage must include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the event and their approximate size. If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Applicant shall be responsible for restoration of any damage to Town property

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15. Are you requesting use of Town parking meter spaces for the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

Unless the parking meter fees are waived by the Town Commission, all fees must be paid at the beginning of the month of the event.

## SIGNAGE

Will signs be erected for the event? Yes \_\_\_\_\_ No \_\_\_\_\_ Number of signs \_\_\_\_\_ Size \_\_\_\_\_ sq.ft.

Location of signs \_\_\_\_\_

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Locate signs on detailed site plan.

## OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

Off duty police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant is responsible for additional code compliance officers to ensure compliance with Town codes.

16. Do you anticipate hiring off duty police/code compliance officers for your event? Yes\_\_\_\_\_ No \_\_\_\_\_

## ANIMALS

17. Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to Town Commission approval. Are animals included in your event? Yes \_\_\_\_\_ No \_\_\_\_\_

## SOUND SYSTEMS

18. Request to use amplified sound on public property-the following is requested:  
\_\_\_\_\_Amplified sound/speaker system \_\_\_\_\_ Live music \_\_\_\_\_Recorded music

## CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.

19. Please name the contractor or organization, including phone number who is responsible for:

Clean up of the event site: \_\_\_\_\_

Removal of trash from the event site: \_\_\_\_\_

## TOWN UTILITIES

Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and fuel storage locations on the detailed site plan.

20. Will the event require the following on public property?

\_\_\_\_\_Electrical power-Describe use: \_\_\_\_\_

\_\_\_\_\_Water – Describe use: \_\_\_\_\_

## VEHICLES ON PARK GROUNDS

21. Vehicles are not allowed to drive or park randomly on the turf of Town property or park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

**RESTROOMS** (refer to item #9)

22. Will additional restroom facilities be brought to the event site? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

A Broward County permit is required for portable toilets. The number of portable toilets required for events with fewer than 1500 participants is as follows; 1 toilet per 75 males, 1 per 40 females. Ratio of male to female is 50/50. Separate male and female handicap accessible restrooms are required. Business locations that exceed the required # of restroom facilities may count the extra facilities toward calculating the total number required. For additional information, please contact the Building Department at 954-492-1830.

**TENTS/CANOPIES/STAGES**

Tents, canopies (larger than 120 sq.ft. or multiple tents without separation) and stages require a Broward County Permit, contact Broward County.

23. Please indicate if any of the following will be assembled at the event and locate on the site plan.

\_\_\_\_\_ Tent (size: \_\_\_\_\_x\_\_\_\_\_ ) \_\_\_\_\_ Canopy (size \_\_\_\_\_x\_\_\_\_\_ ) \_\_\_\_\_ Stages \_\_\_\_\_ Bleachers

The use of tents requires a review by the LBTS Fire Marshal, with approval labels attached to the tents and canopies. Tents are generally defined as temporary structures having two or more sidewalls or drops. Rental agencies must provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.

**FIREWORKS** (Fireworks require a separate permit approval process and application)

24. Are you requesting approval to discharge fireworks at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

**FOOD**

25. Will food be served at the event? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, is the food provided:

Free of charge \_\_\_\_\_ Available for purchase \_\_\_\_\_ Non-Profit \_\_\_\_\_ For profit \_\_\_\_\_

Please list the types of food you are serving: \_\_\_\_\_

Cooking Equipment: Fryers? \_\_\_\_\_ Charcoal Grills? \_\_\_\_\_ Propane Grills? \_\_\_\_\_ Concession trailers? \_\_\_\_\_

Open fires? \_\_\_\_\_ Warmers? \_\_\_\_\_ Sterno? \_\_\_\_\_ Smokers? \_\_\_\_\_ Hoods? \_\_\_\_\_ Refrigerators? \_\_\_\_\_

Are you requesting approval to offer other items for sale at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

List other items \_\_\_\_\_

**EVENT CONTRACTOR**

26. Please name your event contractor, if applicable: \_\_\_\_\_

**ALCOHOL**

27. Are you requesting that alcohol be served or sold at the event? \_\_\_\_\_

If yes, please provide copy of appropriate State license.

## **PERMISSION OF THE PROPERTY OWNER**

28. An event held on property that is not owned by the applicant requires the permission of the property owner. Include a notarized affidavit in the permit submittal including the beginning and ending dates.

### **RIDES** (rides may require a State of Florida inspection)

29. Are rides to be included in the event? Yes \_\_\_\_\_ No \_\_\_\_\_

Types: Mechanical/Electrical \_\_\_\_\_ Inflatable (bounce house etc.) \_\_\_\_\_ Manual (slides, trampolines) \_\_\_\_\_

Include a copy of the contract(s) with any provider of rides, mechanical devices and amusements.

## **FIREWATCH**

30. If determined in the review of the application, the applicant must provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment.

## **LICENSES**

31. Copies of State and County licenses for vendors and contractors, as required.

## **INDEMNIFICATION**

32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Town harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

## **STATEMENT OF BENEFIT**

33. If the applicant is seeking sponsorship/co-sponsorship from the Town of Lauderdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

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**Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as additionally insured must be provided for permit to be issued.**

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application is not permission to violate any laws, ordinances or statutes. The Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice. Additions and/or revisions to this application shall be submitted in writing.

\_\_\_\_\_  
Applicant's Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name and Title/Organization

\_\_\_\_\_  
Telephone Number

STATE OF FLORIDA:  
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,  
by \_\_\_\_\_ who is personally known to me/provided \_\_\_\_\_ as  
identification and who did/did not take an oath.

My Commission Expires:


\_\_\_\_\_  
Notary Public, State of Florida

## DETAILED SITE PLAN

A detailed map of the event site **MUST** be drawn here or attached to this application.

The following must be identified and labeled:

- |  |   |
|--|---|
| 1. The site of the event (label streets, etc.) | 6. Canopies, tents, stages                    |
| 2. Routes for races, parades, etc. ➔➔➔         | 7. Alcohol serving/consuming areas            |
| 3. Fencing (if known) X—X—X                    | 8. Barricades (if known)                      |
| 4. First aid facilities +                      | 9. Off duty police officers (if known)        |
| 5. Restroom facilities (incl. portable)        | 10. Rides and Amusements                      |
| 6. Parking (location and number of spaces)     | 12. Signs (location, size, color and wording) |



## **SITE PLAN DETAILS**

Site plans often do not include details that are necessary to issue a permit and delays are caused by rejections of initial applications. The following details are intended to be a guide to assist you in developing a site plan. A current survey of the property is most helpful. If a survey is not available a drawing depicting the area of the event should include these details, as necessary. More than a one page site plan may be included in your application if details of specific areas are important to your event.

Cooking Areas (cooking areas may need to be separated from public areas with fences or barricades)

Canopy locations (include the use, such as shelter or vending and the size of the canopy)

Tent locations (sales, food service, etc. Large tents will require illuminated exit signs and fire extinguishers)

Fuel Storage and dispensing areas

Vendor locations (booths or tables and approximate size)

Fire lanes (emergency access for fire equipment and EMS)

Trailers on site (sleeping facilities, service trailers, displays, etc.)

Hazards at the site (ditches, construction areas, obstructions to pedestrian traffic, bodies of water)

Fire Extinguishers

Generators

EMS stand-by or Fire watch areas (include first aid stations)

Fences barriers and gates

Locate electrical equipment, permanent and temporary (temporary electrical installation will be to code)

Rides, demonstrations, performance areas and stages

Traffic routing and road closures

Parking areas

Trash receptacles

Smoking and No Smoking areas

Dimensions (to determine if available site will support all of the proposed activities)

Pedestrian walkways

Fences and gates

Ticket Kiosks

Access Control points

Signage